



East Baton Rouge Parish Head Start/ Early Head Start 2020 – 2021 Application

Enrollment in the Head Start/Early Head Start Program is done on a point system from the answers within the application process. Submitting an application does not guarantee enrollment.

Head Start promotes child development and school readiness for prenatal through preschool-age children from low-income families, providing comprehensive services to empower families and strengthen communities.

ALL DOCUMENTS MUST BE CURRENT AT TIME OF SUBMISSION	
PROOF OF AGE: (Pick one of the following →) EHS – Pregnant women can be any age; Children: 6 – 35 months HS – Children must be at least 3 years old on or before September 30, 2020, or less than five (5) years old on September 30, 2020.	Birth Certificate Signed Hospital Foot Print Certificate Doctor's Statement (Prenatal Mother) Birth Verification Letter
PROOF OF IMMUNIZATIONS:	Immunization Card, Current <i>(for applicant only)</i>
PROOF OF INSURANCE: If applicable	Medicaid/Medicare Card <i>(for applicant only)</i> LaChip Card Private Insurance Card Military Insurance Card
PROOF OF PARENT'S/LEGAL GUARDIAN'S/PRENATAL MOTHER'S GROSS INCOME FOR THE PAST 12 MONTHS OR LAST CALENDAR YEAR (2018): (Choose from the following →) RELEVANT TIME PERIOD - (A) the 12 months preceding the month in which the application is submitted; or (B) during the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.	Check Stubs for Last 12 Months (proceeding current month) Income Tax (1040) for Year 2019, W2's, all for year 2019 Unemployment Compensation FITAP/SNAP or Food Stamp Budget Slip(LaCafe) Social Security Statement Supplemental Security Income (SSI) Child Support Documentation Self-Employment Statement Non-Income Verification
PROOF OF DISABILITY: If applicable	Individualized Educational Plan (IEP) Individualized Family Service Plan (IFSP)
PROOF OF GUARDIANSHIP: If applicable	Documentation from the Court System/Custody-order

EARLY HEAD START CENTERS AND LOCATIONS (6 -35 months)		
Capital Area Early Head Start 3250 N. Acadian Thruway E. Baton Rouge, LA 70805 (225) 303-8563	Children's World Early Head Start 7200 Maplewood Drive Baton Rouge, LA 70812 (225) 355-9776	Discovery Early Head Start 9700 Scenic Hwy Baton Rouge, LA 70807 (225) 775-7719

HEAD START CENTERS AND LOCATIONS (3-5 years old)			
Capital Area Head Start 3250 N. Acadian Thruway E. Baton Rouge, LA 70805 (225) 303-8563	Charlie Thomas Head Start 8686 Pecan Tree Drive Baton Rouge, LA 70810 (225) 761-4436	Child Development & Learning Ctr 7315 Exchange Place Drive Baton Rouge, LA 70805 (225) 924-3414	Discovery Head Start 9700 Scenic Hwy Baton Rouge, LA 70807 (225) 775-7719
Freeman-Matthews Head Start 1383 Napoleon Street Baton Rouge, LA 70802 (225) 387-8531	LaBelle Aire Head Start 1919 N. Cristy Drive Baton Rouge, LA 70815 (225) 275-0426	New Horizon Head Start 1111 N. 28 th Street Baton Rouge, LA 70802 (225) 344-2152	Progress I Head Start 1881 Progress Road Baton Rouge, LA 70807 (225) 774-8158
Progress II Head Start 1881 Progress Road Baton Rouge, LA 70807 225-774-1901	St. Francis Xavier 1145 Terrace Street Baton Rouge, La 70802 (225)387-4877	Wonderland Head Start 1500 Oleander Street Baton Rouge, LA 70802 225-346-0677	

East Baton Rouge Parish Head Start/Early Head Start



Is

An Equal Opportunity Program

Federal law prohibits discrimination because of race, color, religion, sex, age, national origin and/or special needs.

Applicant & Family Member Information

Applicant								
First	Middle	Last	Suffix	Nickname	Birthday	Gender	SSN	Alt ID
<div> <div>Race</div> <div> <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multi-Racial <input type="checkbox"/> Other: _____ </div> </div> <div> <div>Hispanic</div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div> <div> <div>English Proficiency</div> <div> <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> None <input type="checkbox"/> Proficient </div> </div> <div> <div>Other Language</div> <div></div> </div> <div> <div>Other Language Proficiency</div> <div> <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> None <input type="checkbox"/> Proficient </div> </div>								
Primary Health Coverage		Other Coverage		Insurance #		Medicaid Eligibility		Medicaid #
						<input type="checkbox"/> Not Eligible <input type="checkbox"/> On Medicaid <input type="checkbox"/> Potentially		Doctor/Medical Home
Dental Coverage		Dental Coverage #				Dentist/Dental Home		

Primary Adult									
First	Middle	Last	Suffix	Nickname	Birthday	Gender	SSN	Alt ID	
<div> <div>Race</div> <div> <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multi-Racial <input type="checkbox"/> Other: _____ </div> </div> <div> <div>Hispanic</div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div> <div> <div>English Proficiency</div> <div> <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> None <input type="checkbox"/> Proficient </div> </div> <div> <div>Other Language</div> <div></div> </div> <div> <div>Other Language Proficiency</div> <div> <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> None <input type="checkbox"/> Proficient </div> </div>									
Highest Grade Completed		Employment Status		Child's Relationship		Custody	Check all that apply:		
<input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Col Deg/Train <input type="checkbox"/> Col or Adv Train <input type="checkbox"/> GED		<input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12 <input type="checkbox"/> < Grade 9 <input type="checkbox"/> HS Graduate <input type="checkbox"/> Master's		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Unemployed <input type="checkbox"/> Full Time & Training <input type="checkbox"/> Part Time & Training <input type="checkbox"/> Training or School <input type="checkbox"/> Retired or Disabled		<input type="checkbox"/> Biological/Adopted/Step <input type="checkbox"/> Grandchild <input type="checkbox"/> Other Relative <input type="checkbox"/> Foster <input type="checkbox"/> Other		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lives with Family <input type="checkbox"/> Provides Financial Support <input type="checkbox"/> Teen Parent If teen parent, subsidized? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address:									

Secondary or Other Adult									
First	Middle	Last	Suffix	Nickname	Birthday	Gender	SSN	Alt ID	
<div> <div>Race</div> <div> <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multi-Racial <input type="checkbox"/> Other: _____ </div> </div> <div> <div>Hispanic</div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div> <div> <div>English Proficiency</div> <div> <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> None <input type="checkbox"/> Proficient </div> </div> <div> <div>Other Language</div> <div></div> </div> <div> <div>Other Language Proficiency</div> <div> <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> None <input type="checkbox"/> Proficient </div> </div>									
Highest Grade Completed		Employment Status		Child's Relationship		Custody	Check all that apply:		
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Email Address:									

Additional Child (Non-Applicant) *								
First	Middle	Last	Suffix	Nickname	Birthday	Gender	SSN	
<div> <div>Race</div> <div> <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multi-Racial <input type="checkbox"/> Other: _____ </div> </div> <div> <div>Hispanic</div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div> <div> <div>English Proficiency</div> <div> <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> None <input type="checkbox"/> Proficient </div> </div> <div> <div>Other Language</div> <div></div> </div> <div> <div>Other Language Proficiency</div> <div> <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> None <input type="checkbox"/> Proficient </div> </div>								

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* If a family has more than one child applying for services, please complete a separate copy of this form for each applicant.

Applicant & Family Member Information

Additional Child (Non-Applicant) *										
First		Middle		Last		Suffix	Nickname	Birthday	Gender	SSN
Race				Hispanic	English Proficiency		Other Language	Other Language Proficiency		
<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian/Alaska Native			<input type="checkbox"/> Yes	<input type="checkbox"/> Little			<input type="checkbox"/> Little		
<input type="checkbox"/> Black	<input type="checkbox"/> Hawaiian/Pacific Islander			<input type="checkbox"/> No	<input type="checkbox"/> Moderate			<input type="checkbox"/> Moderate		
<input type="checkbox"/> White	<input type="checkbox"/> Multi-Racial				<input type="checkbox"/> None			<input type="checkbox"/> None		
<input type="checkbox"/> Other:					<input type="checkbox"/> Proficient			<input type="checkbox"/> Proficient		
Additional Child (Non-Applicant) *										
First		Middle		Last		Suffix	Nickname	Birthday	Gender	SSN
Race				Hispanic	English Proficiency		Other Language	Other Language Proficiency		
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<input type="checkbox"/> Black	<input type="checkbox"/> Hawaiian/Pacific Islander			<input type="checkbox"/> No	<input type="checkbox"/> Moderate			<input type="checkbox"/> Moderate		
<input type="checkbox"/> White	<input type="checkbox"/> Multi-Racial				<input type="checkbox"/> None			<input type="checkbox"/> None		
<input type="checkbox"/> Other:					<input type="checkbox"/> Proficient			<input type="checkbox"/> Proficient		
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<input type="checkbox"/> Black	<input type="checkbox"/> Hawaiian/Pacific Islander			<input type="checkbox"/> No	<input type="checkbox"/> Moderate			<input type="checkbox"/> Moderate		
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<input type="checkbox"/> Black	<input type="checkbox"/> Hawaiian/Pacific Islander			<input type="checkbox"/> No	<input type="checkbox"/> Moderate			<input type="checkbox"/> Moderate		
<input type="checkbox"/> White	<input type="checkbox"/> Multi-Racial				<input type="checkbox"/> None			<input type="checkbox"/> None		
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<input type="checkbox"/> White	<input type="checkbox"/> Multi-Racial				<input type="checkbox"/> None			<input type="checkbox"/> None		
<input type="checkbox"/> Other:					<input type="checkbox"/> Proficient			<input type="checkbox"/> Proficient		

Family Information, Income & Contacts

This Section for Agency Use Only:

Applicant Name: _____ Birthday _____

Family Information							
Family Living Address							
Started Living At Date	Living Address	Address Line 2	ZIP	City	State	County	
Family Mailing Address							
Same as living?	Started Using Date	Mailing Address	Address Line 2	ZIP	City	State	
<input type="checkbox"/> Yes <input type="checkbox"/> No							
Phone Number(s)		Type (check one)	Note (extension or best time to call)			Opt In for Text Messages	
		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parental Status (check one)	Primary Language at Home	Homeless Family	Active Duty Military	Military Veteran	Referred by Child Welfare Agency	Receiving SNAP	WIC
<input type="checkbox"/> One <input type="checkbox"/> Two		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Family Income							
Income Verified by			Verification Date		TANF Status		SSI
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Formerly on TANF/Not now		<input type="checkbox"/> Yes <input type="checkbox"/> No
Family Member	Amount	Per (for example: week, month, year)	Annual Amount	Description (for example: SSI, Job, Child Support)	Verification (for example: W2, check stub)	Note	
	\$		\$				
	\$		\$				
	\$		\$				
Income Notes							

Emergency Contacts							
Contact 1	Name		Relationship		Emergency Contact		Release To
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Address		ZIP		City		State
Contact 2	Phone Number 1		Phone Number 2		Phone Number 3		
	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		
	Name		Relationship		Emergency Contact		Release To
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact 3	Address		ZIP		City		State
	Phone Number 1		Phone Number 2		Phone Number 3		
	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		
	Name		Relationship		Emergency Contact		Release To
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Address		ZIP		City		State
	Phone Number 1		Phone Number 2		Phone Number 3		
	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		

Certification: I certify that this information is true. If any part is false, my participation in this agency's programs may be terminated and I may be subject to legal action. I also understand that the information in this application will be held in strict confidence within the agency and is accessible to me during normal business hours.

Parent/Guardian Signature _____ Date _____

Applicant Name: _____ Birthday _____

Applicant Eligibility & Enrollment Information

Eligibility				
Program Term	Agency	Initial Status		Status Date
		<input type="checkbox"/> New <input type="checkbox"/> Accepted <input type="checkbox"/> Waitlisted		
Releases Signed	Date Signed	Child will transition to		
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Location Preference Priority	Site	Classroom	Funding	
1st				
2nd				
3rd				
Enrollment Notes				
Application Date	Application Status	Application Number		Participation Year
	<input type="checkbox"/> Complete & Verified <input type="checkbox"/> Incomplete, info not returned <input type="checkbox"/> Incomplete <input type="checkbox"/> Other - specify in notes			
Eligibility Date	Number in Family	Eligibility Income		
CACFP Date	CACFP Income	Per (for example, year, month, other)		CACFP Status
				<input type="checkbox"/> Free (full reimbursement) <input type="checkbox"/> Paid (minimum reimbursement) <input type="checkbox"/> Reduced price (reduced reimbursement)
Child eligible to participate in program	Type of eligibility interview	Income Status	Documentation used to determine eligibility	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> In-person <input type="checkbox"/> Telephone	<input type="checkbox"/> Over Income <input type="checkbox"/> Public Assistance <input type="checkbox"/> Eligible (Below 100%) <input type="checkbox"/> Foster child	<input type="checkbox"/> Income Tax Form 1040 <input type="checkbox"/> W-2 <input type="checkbox"/> TANF Documentation <input type="checkbox"/> Pay stub or pay envelopes	<input type="checkbox"/> Unemployment <input type="checkbox"/> Written statements from employers <input type="checkbox"/> Foster care reimbursement <input type="checkbox"/> SSI Documentation <input type="checkbox"/> Other
Documentation of No Income				

Eligibility Criteria

To set up your program's eligibility criteria on this form: Type or print each of the program's eligibility questions in the spaces provided below. Then, for each question, list each of the possible answers (along with their corresponding point values).

To complete this form: Circle the applicable answer and print the number of eligibility points it represents in the Points column. We've included the following example to help you get started.

Disability?	Diagnosed (50 pts), <u>Suspected (25 pts)</u> , None (0 pts)	25
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Eligibility Question	Possible Answers	Points